

Timeline for Challenge Cost Share Program Applications and Grants

Funding for the Challenge Cost Share Program is determined by Congressional appropriations and/or budgetary priorities within the National Park Service. The following general timeline is based upon past years.

November	Announcement of program. Applications may be submitted once the program is announced.
Mid-January	Submission deadline
Mid-January through March	Review of applications
Late March	Final award decisions. Notification letters sent to partners.
April	<p>Processing of Cooperative Agreements and modifications to Cooperative Agreements begins. Projects that do not receive full funding should submit a Project Revision form stating changes in scope, budget, and/or final product due to reduced funding. Revisions need to be formally documented and approved by the National Park Service.</p> <p>Completion of Cooperating Agreements and modifications depend upon the partner and NPS Contracting Office. This process may take from 45 days to 5 months to complete. On average, new Cooperative Agreements are processed in 30 to 60 days. Most modifications to existing Cooperative Agreements are processed in 30 to 45 days.</p>
June through August	<p>Funding becomes available.</p> <p>The specific date of availability varies from project to project. Money cannot be spent against a project until a Cooperative Agreement is signed by a National Park Service Contracting Officer. Money spent before the Cooperative Agreement is signed does not qualify for reimbursement.</p>

Work on the projects may begin when the award letter is received. Start-up costs incurred prior to the Cooperative Agreement are the project's match and may not be billed against the funding award.

Projects that receive funding have two years from the date of the award for project completion. An Interim Report is required at the end of the first year or when a reimbursement request is submitted.

Upon finishing a project, an Accomplishment Report must be submitted.

Projects may request a one-year extension. Requests for extension must be submitted in writing.

Any changes to a project - budget, equipment needs, personnel needs, or final product - require written approval by NPS prior to implementation. Failure to follow requirements may be grounds to reduce the funding award from NPS.

All correspondence for CCS projects and Cooperative Agreements should be directed to:
CCS Program
Lewis and Clark NHT
601 Riverfront Drive
Omaha, Nebraska 68102-4226